



CITY OF HOUSTON

Job Posting

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1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	DATA ENTRY OPERATOR
3	Posting Number	PN# 106893
4	Department	Department of Public Works & Engineering
5	Division	Public Utilities Division
6	Section	Wastewater Operations Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M – F, 7:30 a.m. – 4:30 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Enters data from various source documents to provide information necessary for the processing of specific administrative reports, forms, certificates, and other documents. Performs routine work in the operation of automatic data entry devices. May assist general public, city officials and agencies in retrieving information. Performs general data entry activities (inputting/retrieving information) from a variety of source documents. Performs rapid and accurate conversion of data from original documents into coded form for input into electronic data processing equipment, types and proofreads and edits reports, documents and forms and verifies converted data for accuracy. Enters new information into the computer under well-defined and established procedures. May perform general clerical/receptionist functions, i.e. pick up, sort, and distribute mail; operate fax and copiers; files; maintain records; issue visitor passes; handle incoming phone calls.

10 **WORKING CONDITIONS**

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment. Must pass a City administered typing test.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six months of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to candidates with work order processing and documentation filing experience.

15 **SELECTION/SKILLS TESTS REQUIRED**

None
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
Salary Range - Pay Grade 8

\$755 - \$1,007 Biweekly \$19,630 - \$26,182 Annually

18 **OPENING DATE**

September 21, 2005

19 **CLOSING DATE**

September 27, 2005

20 **APPLICATION PROCEDURES**

Original applications and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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